

The City of Hillsboro is accepting applications for a Historic Preservation Intern with the Planning Department. This position will work on a variety of projects related to historic preservation and cultural resources within Hillsboro. The Historic Preservation Internship is a temporary, part-time, 16-20 hour/week internship. Hours are flexible and will be scheduled Monday–Friday between 8 am–5 pm.

Compensation is up to \$17.91/hour. Applications will be accepted until February 8, 2019.

Internship Process & Timeline:

January - February: Application, Interview, and Selection Process

March – September: Internship

General Description of Duties:

- Assist with developing public education and outreach materials on the Cultural Resource Inventory in Hillsboro.
- Assist with review of Krahmer Preservation Grant program for local cultural resources. Review to include analysis of past applications and process, interviews with past recipients and research of best practices for local façade grant programs.
- Assist staff with preparation for monthly Historic Landmarks Committee meetings.
- Complete other tasks as assigned per the Historic Preservation Intern supervisor

The ideal candidate is:

- Proficient in: Microsoft Office, databases; Adobe InDesign and Illustrator a plus
- A strong listener who is able to communicate positively and professionally
- Able to carry out tasks independently
- Flexible in taking on a range of assignments and interested in learning new things
- Able to work in the field alongside supervising staff and personnel

Requirements:

- Must be a student currently enrolled in a graduate program pursuing a degree in Historic Preservation, Planning or a related field
- Must complete and pass criminal background check
- Must be able to speak, read, and write English

How to Apply: Visit the City of Hillsboro career opportunities webpage to submit an application, resume, and responses to supplemental questions. Partial applications will not be considered.

Questions? : Jessica Stark, City of Hillsboro Human Resources Department at
jessica.stark@hillsboro-oregon.gov
or at 503-681-6222

Equal Employment Opportunity

The City of Hillsboro is an Equal Employment Opportunity employer. All qualified persons will be considered for employment without regard to race, religion, color, sex, sexual orientation, gender identity, marital status, familial status, domestic partnership, national origin, political affiliation, age, genetic information, mental or physical disability, credit history or source of income. Applicants who feel their civil rights have been violated at any time during the course of their consideration for employment with the City of Hillsboro should contact the Human Resources Department immediately. Applicants who consider themselves disabled under federal or state law and desire assistance should contact the Human Resources Department.